

Part II: Budget Process

Personnel:

Personnel/Full-Time Equivalent (FTE) Timeline

- February- (1) OMB will email personnel spreadsheet to departments (2) Departments enter personnel in Oracle in Total Department Request Stage ****DO NOT INCLUDE POSITIONS REQUESTED**** (3) OMB will reconcile with both Oracle and departments.
- March- A cut-off date for changes to positions will be established.
- April- OMB will apply Retirement & Insurance changes (if applicable).
- May/June- (1) OMB will update Personnel Spreadsheet with reclass positions (2) OMB will email Personnel Spreadsheet to departments after the Tentative Budget is adopted.

Notes for Preparing Personnel Spreadsheet

- Re: Changes- (1) Highlight corrections in specific color (2) List **ONLY** current positions & amounts- not requested positions (3) Final Personnel budget is the **department's** responsibility.
- Re: Budgeted Amounts-(1) Vacant positions are budgeted at MINIMUM Salary & MAXIMUM Health Insurance (2) If there are any discrepancies between OMB ERE amounts and department ERE amounts, PLEASE notify OMB (3) Provisionals/Underfills should be budgeted at actual position wages.
- A sample spreadsheet is below:

Emp #	Emp Name	Job1 Job2	Position	Dept	FTE	Fund	Function	Dept2	Salary	Social Sec	Medicare	Retirement	Health	Other Emp	EAP	Life	W/C	Total
79250	Astro, Alan	400 001	Zoo Director	Zoo Accounting	1.00	0100	03	9999	106,121	6,580	1,539	10,729	6,903	-	19	90	9,410	141,391
98811	Belt, Bob	1122 003	Purchasing Manager	Zoo Accounting	1.00	0100	03	9999	29,115	1,805	422	2,944	6,903	-	19	52	8,810	50,070
98508	Cosmos, Carl	1122 005	Controller	Zoo Accounting	1.00	0100	03	9999	30,589	1,897	444	3,093	-	-	19	55	8,810	44,907
78886	Dilly, Daily	1140 001	Executive Assistant	Zoo Accounting	1.00	0100	03	9999	47,884	445	104	4,841	1,064	741	3	13	8,810	63,904
77909	Ezzy, Ernie	1146 001	Assistant Controller	Zoo Accounting	1.00	0100	03	9999	58,705	728	170	5,935	1,381	-	4	18	8,810	75,750
98230	Finch, Frank	2032 001	Tour Guide	Zoo Accounting	1.00	0100	03	9999	34,608	1,609	376	3,499	5,276	2,581	14	47	8,810	56,820
98207	Giles, Goto	2032 002	Clerk II	Zoo Accounting	1.00	0100	03	9999	32,137	1,494	349	3,249	5,319	3,704	14	43	8,810	55,119
98242	Hares, Hillary	2033 001	Maintenance Facilitator	Zoo Accounting	1.00	0100	03	9999	38,058	472	110	3,848	1,418	988	4	14	8,810	53,722

Budget Stages:

- There are seven stages of the annual budget's development.
- First stage is **initial baseline budget** and the last stage is the **adopted budget**.
- Expected completion dates for each stage are listed in the Budget Instructions.

1. Initial Baseline Budget

- First preliminary budget
- Prepared and distributed by BRT
- Final amended budget for Supplies & Services from current fiscal year
- Approved one-time purchases of supplies & services in current year budget are removed
- Capital Outlay and Personnel budgets are also removed
 - a. Capital Outlay is budgeted for one fiscal year only

2. Department Baseline:

- Funds subject to the Baseline process: General Fund, Library District, Jail District and Health District.
- Department reviews Initial Baseline budget prepared by BRT and determines necessary changes
 - Departments are encouraged to adjust individual line item amounts within Supplies & Services to better reflect actuals as long as the Supplies & Services total remains the same.
 - For departments expecting reductions in funds from outside agencies, line items should only reflect the reduction if written confirmation from the granting agency can be submitted.
 - Departments submit any CIP requests to the County Engineer (if applicable)
 - Departments to obtain ITS assessments for IT related Total Department Budget Requests (if applicable).
- Departments begin completing their Total Department Budget Request forms (if applicable).
- Oracle Entries during Department Baseline (instructions are provided in Part III of this manual)
 - Expected reductions with written approval
 - Adjustments to individual line items in Supplies & Services not to exceed approved total budget amount.
 - Year-end Estimates **to include Personnel**
 - The better the year-end estimate for uses and sources, the better the beginning fund balance projection
 - For more accurate estimates, use the ending fund balance from the prior year shown in the Comprehensive Annual Financial Report (CAFR) as the beginning fund balance; if CAFR not available contact Finance.

Line Item Report Dept XYZ Adopted Budget FY 2012 Budget										
Fund	Fct	Obj	Description	2009 Actual	2010 Actual	Budget	2011 Actual	YE Estimate	Recmd	2012 Adopted
00100	00	39090	MISCELLANEOUS REVENUES	24	-	-	170	170		-
Total Revenue				24	-	-	170	170		-
00100	02	41010	GENERAL CONSUMABLE SUPPLIES	3,438	81	5,227	700	1,452		-
00100	02	41101	OFFICE SUPPLIES	248	608	508	457	914		-
00100	02	41111	BOOKS & MANUALS	-	-	508	-	400		-
00100	02	41220	FOOD SUPPLIES	857	-	711	4	8		-
00100	02	41260	FUEL, OIL, AND LUBRICANTS	1,090	416	2,474	94	188		-
00100	02	41290	PRINTING AND MICROFILMING	-	152	-	312	1,124		-
00100	02	41291	OTHER OPERATING SUPPLIES	225	-	-	-	-		-
00100	02	41310	BUILDING SUPPLIES	-	-	-	38	76		-
00100	02	41360	MOTOR VEHICLE/EQUIPMENT REPAIR SUPPLIES	-	26	-	33	281		-
00100	02	41502	SMALL TOOLS LESS THAN \$2,000	40	183	2,334	726	11,999		-
00100	02	41503	CAPITAL OUTLAY >2000<5000	8,593	-	-	-	-		-
00100	02	41511	COMPUTER UPGRADES	-	-	-	31	762		-
00100	02	41512	SOFTWARE UPGRADES	-	94	500	-	476		-
00100	02	42130	ACCOUNTING AND AUDITING SERVICES	78	39	-	-	1,200		-
00100	02	42141	CONTRACT COSTS	-	236	350	350	350		-
00100	02	42211	ELECTRICITY-BUILDINGS	-	107	-	244	488		-
00100	02	42221	NATURAL GAS	-	2	-	3	6		-
00100	02	42234	WATER-OFFICES	-	30	-	28	56		-

2. Department Baseline- Concluded:

- Appropriated Fund Balance and/or contingency may be revised if Special Revenue Fund projections do not seem accurate
- Rate adjustments
 - Provided by BRT in January
 - To calculate: $(\text{Rate increase} \times \text{YE Estimate}) + \text{YE Estimate} = \text{Department baseline amount.}$

Line Item Report
Baseline Budget

[illegible]

- **No budget requests to be entered in the baseline stage**

3. Approved Baseline Budget:

- After the requested baseline line items have been reviewed by BRT and discussed with departments (if necessary), the BRT will distribute the Approved Baseline Budget. Departments will use the Approved Baseline Budget as a reference for preparing their Total Requested budgets.

4. Total Department Requests (TDR)

- Department budget request and DBS forms are submitted in this stage.
- Revenue projections and fund balancing occur in this stage.
- **Submit list of Budgeted Grants and amounts (New)**
- Personnel budgets will be developed and reconciled. Entry into the Oracle line items will be in the Total Department Request stage only.
 - Position control:
 - Baseline budgets for authorized positions will be derived from the personnel spreadsheets provided to the departments for review. It is critical that these spreadsheets are reviewed for accuracy by departments to ensure proper budgeting of personnel costs.
- **Oracle Entries**
 - Personnel budget is entered
 - Special revenue is entered.
- **Forms: Provide metrics to support requests**

Forms

Required	Optional
DBS-Organization & New Initiatives (if applicable)	FTE Funding Change
Travel & Training	Position & Related Changes Request
	Supplies & Services
	Capital Outlay/Capital Lease

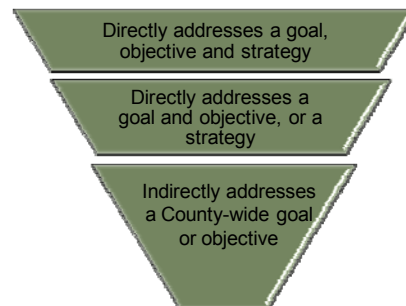
- Submit one copy of each completed TDR and each completed DBS form to the Office of Management & Budget via email.
- If you choose to submit additional information to the BRT that is not covered in Oracle or forms, please submit electronic copies.

5. Recommended Budget

- The BRT will prepare the County Administrator's Recommended Budget for presentation to the Board of Supervisors. As part of the preparation of the Recommended Budget, the BRT will meet with departments (as needed) to consider the total department requests submitted.
- After these meetings are completed, the BRT will prioritize the total department requests. Several factors are taken into consideration, for example:
 - How the requests relate to the adopted Strategic Plan
 - Be specific as to which of your department's Strategic Plan objectives the request relates to and how the request will assist the department in meeting this objective.

Budget Requests & Strategic Plan

- Budget Requests are evaluated and points are given based on the following criteria: (Higher points are given in the order below)



Strategic Goals include:	Impact on Budget Request
Major Function	No
County-wide Goal	Yes
Departmental Goal	Yes
Objective	Yes
Indicator	No
Current Status	No
Strategies	Yes

6. Tentative Budget:

- BOS meetings with department heads begin soon after the Board of Supervisors receives the Recommended Budget.
 - The expected format of these meetings is for the OMB to give an overview of the department's budget, followed by comments by each department, indicating its support of, and differences with, the Recommended Budget.
- When the Board of Supervisors finishes its meetings with all departments, it will list potential changes to the Recommended Budget (if applicable) and develop a tentative ranking of the changes.
- The Board of Supervisors will adopt a Tentative Budget.
- The Tentative Budget is published in the newspaper and is the basis of the public hearing on the budget.

7. Adopted Budget:

- All of the budget stages prior to this have been preliminary budgets. After conducting a publicly noticed public hearing the Board of Supervisors will adopt a final budget. Any amendments to the Adopted Budget must be made in accordance with specific provisions of State law. The date that the Adopted Budget should be available in Oracle will be included in the Budget Instructions.